

CITY OF ROSEBERG WORKSHOP COUNCIL MEETING MINUTES

On this the 23rd day of June, 2015, the City Council of the City of Rosenberg, Fort Bend County, Texas, met in a Workshop Session, in the Rosenberg City Hall Council Chamber, located at 2110 4th Street, Rosenberg, Texas.

PRESENT

Cynthia McConathy	Mayor
William Benton	Councilor at Large, Position 1
Amanda Barta	Councilor at Large, Position 2
Jimmie J. Pena	Councilor, District 1
Susan Euton	Councilor, District 2
Lisa Wallingford	Councilor, District 3
Lynn Moses	Councilor, District 4

STAFF PRESENT

Robert Gracia	City Manager
Scott M. Tschirhart	City Attorney
Linda Cernosek	City Secretary
John Maresh	Assistant City Manager of Public Services
Jeff Trinker	Executive Director of Support Services
Joyce Vasut	Executive Director of Administrative Services
Travis Tanner	Executive Director of Community Development
Dallis Warren	Police Chief
Tracie Dunn	Assistant Police Chief
Justin Rodgers	Police Officer
Darrell Himly	Assistant Fire Chief
Justin Jurek	Fire Marshal
Angela Fritz	Executive Director of Information Services
Darren McCarthy	Parks and Recreation Director
Rigo Calzoncin	Public Works Director
Melissa Pena	Project Director
Lisa Olmeda	Human Resources Director
James Lewis	Information Services Manager
Daniel Kelleher	Main Street Manager

CALL TO ORDER.

Mayor McConathy called the meeting to order at 6:45 p.m.

AGENDA

1. **REVIEW AND DISCUSS A PRESENTATION ON THE PROPOSED SCOPE OF THE SIDEWALK REPLACEMENT PROJECT PHASE I, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: Staff has prepared a presentation on the proposed scope of the Sidewalk Repair and Replacement Project Phase I, prioritizing said repairs based on safety and overall pedestrian connectivity within the City, as established in the Pedestrian System Maintenance Program, adopted on July 01, 2014, by Resolution No. R-1812. The estimated construction cost for Phase I is \$317,000. Staff is seeking direction from City Council for any revisions to the proposed scope or authorization to proceed with Phase I.

Key Discussion Points: Melissa Pena, Project Director, gave a presentation on the proposed scope of Sidewalk Replacement Project – Phase I, inclusive of Avenue G and Mulcahy Street. She explained that surface roots are more harmful to the sidewalks, so those will be treated accordingly when the current concrete is removed, while avoiding any harm to the trees. Dallis Warren, Police Chief, confirmed that there are laws in place which require sidewalks be used

by pedestrians rather than the streets whenever they are available, and that cars should not block sidewalk paths. As such, it is important to provide a suitable footpath for pedestrians in order to uphold these laws. After discussion, the general consensus of Council was to move forward with Phase I of the Sidewalk Replacement Project, and to continue to investigate ongoing concrete issues and prioritize them for repair.

2. **REVIEW AND DISCUSS A PRESENTATION ON ACTIVITIES OF THE TEXAS MAIN STREET PROGRAM, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This item has been added to provide City Council with an overview of the activities of the Rosenberg Main Street Program. Included in the agenda packet are draft rules and guidelines for two (2) proposed grant programs the Main Street Advisory Board is considering for visual improvements made to properties within the Main Street District. These grant programs are in the initial planning phase and are being presented for informational purposes at this time.

Should the Main Street Advisory Board choose to move forward with implementation of these programs, they would be placed on a future City Council Agenda for consideration.

Key Discussion Points: Dan Kelleher, Main Street Manager, gave information on the background of the Main Street Program and the specific initiatives the Main Street Program in Rosenberg has accomplished in the last few months. Through collaboration, the businesses in downtown Rosenberg have been able to work together to preserve history and promote growth. After discussion, Council was supportive of the Main Street Program, and hopes to see quantitative measures in the future in order to promote further success of the program.

3. **REVIEW AND DISCUSS STREET SWEEPING SERVICES, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This item has been included to allow City Council an opportunity to discuss street sweeping services and to direct staff as necessary.

Key Discussion Points: William Benton, Councilor, At Large Position One, introduced Scott Coral of Custom Sweeping. Council thanked Mr. Coral for the service that has been provided, but asked that the drivers be advised to use more water and dump their dirt collection bins more frequently in order to improve the overall quality of the street sweeping services. Mr. Coral assured Council that the trucks are recently purchased with the greatest number of water heads, and explained that the recent onslaught of rain has contributed to a greater amount of dust and debris in the roadways.

4. **REVIEW AND DISCUSS FY2016 BUDGET PRIORITIES, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: As part of the FY2016 Budget process, each department was asked to submit their needs, not including operational expenses, for FY2016. The needs were submitted as a capital request (over \$100,000), a supplemental request (under \$100,000), or a personnel request. The majority of the items requested were identified during the strategic planning process.

Once the requests were compiled, City management (Department Directors) met and prioritized the requests. A listing of requests, as prioritized by management, was included for review along with each individual request form, as submitted by the department.

This item has been placed on the Workshop Agenda to provide City Council the opportunity to review the listing as prioritized by staff. Staff will be available to answer any questions.

The prioritized listing will be presented to City Council for consideration at a future regular City Council Meeting in the form of a Resolution. Once approval is received, City staff will determine the number of items that can be funded and included in the FY2016 Proposed

Budget.

Key Discussion Points: Joyce Vasut, Executive Director of Administrative Services, read the Executive Summary, gave a presentation on FY2016 Budget Requests as prioritized by staff, and requested Council's feedback in order to move forward.

General

- Council expressed concern with the current number of personnel, and requested to see a spreadsheet of how many people are in each department before adding additional personnel.
- After the Compensation Study is completed next week, staff will include the accurate numbers for all requested personnel costs in the budget.
- Staff will also need to consider whether there will be a work area for each of the personnel positions requested.
- Council requested to see the priorities list with departmental totals in the future.

Human Resources

- In 2014-15, the City had a total of 261 employees; in 2013-14, the City had 235 employees; in 2011-12, the City had 221 employees.
- The City currently can only process paper applications via fax or in person; the budget request for HR Application and Onboarding would allow online applications and filtering of candidates.
- City employees currently have the option to apply for external life and death insurance, but they do not benefit from a group rate at this time. By moving these insurance options to our current health insurance plan, it was recently determined that these costs would be partially offset in health plan savings.
- Council requested that the car allowance proposed for the Assistant Human Resources Director as opposed to mileage reimbursement be eliminated.

Police Department

- Current staffing level in the Police Department is 73 officers.
- The Police Department (PD) uses an allocation model to determine the number of officers needed in order to meet the current demands of services.
- The PD is requesting two additional patrol officers, two additional traffic officers, and one additional Criminal Investigations Division (CID) Detective, specifically for Special Crimes – Sex Offenses.
- The Crime Analyst position would be a base salary of approximately \$40,000, and the CID Detective would be around \$51,000, similar to the other officers.
- Some of the police resources could be considered through special revenue accounts or federal funding. The PD applies for grants to fund these positions whenever possible, including two of the positions currently listed.

Fire Department

- The Battalion Chief position would report to the Fire Marshal. It will allow continuity in the Fire Marshal office by providing backup for the field positions when they take vacation or call in sick, rather than removing the Fire Marshal from his position in order to fill in. The salary would be higher than the inspector position but lower than the Fire Marshal position.
- Base salary for firefighter positions before the Compensation Study is finalized is \$42,000, not including the safety gear associated with the position.
- Council requested specific line items listed for Fire Department hydraulic rescue tools during the budget process.

IT Department

- The technology requests are at the request of other departments, but fit into the overall Technology Strategic Plan.

- Enterprise Resource Planning would essentially become the core system of the City – including general ledger, payroll, accounts payable, accounts receivable, utility billing, permits, code enforcement, and human resources.
- The cost of the software would either come from the general fund, or it may be spread across departments if it is funded through the technology fund.
- The phone contract ends in 2016, and the IT Department is going to try to extend the contract a little before investing in a new system.
- The phone system would not require additional personnel for maintenance; the internal technician is working on his Cisco license.

Public Works

- For the Contract Inspector position, the plan is to convert the position and not hire an additional light equipment operator. The difference in annual salary cost to the City would be approximately \$10,000, plus the initial purchase of a vehicle.
- A Capital Project Manager would alleviate the Project Director and Assistant City Manager workloads, and help in keeping the projects on track and on time. This position would report to the Project Director.

Council will review the list and submit their preferences via email to the Finance Director by Friday in order to have those items which they deem most necessary reflected on the Resolution.

5. **REVIEW AND DISCUSS FY2016 CAPITAL IMPROVEMENT PROGRAM, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This Agenda item provides City Council the opportunity to review staff's recommendation for the FY2016 Capital Improvements Projects (CIP), as well as the FY2017 through FY2020 CIP.

The Executive Director of Administrative Services will provide a brief summary and the funding status of the proposed Projects. Discussions may be held regarding the Projects listed and recommendations made to finalize the FY2016 Capital Improvement Projects and the FY2017-FY2020 CIP to be considered by City Council at a future meeting.

Key Discussion Points: Joyce Vasut gave a presentation on the Capital Improvement Program for FY2016.

- These projects would be started in FY2016, but not necessarily completed in the same FY.
- The total needed is over the \$10M bank qualified limit, which is allowed at a lower interest rate, so in order to remain under \$10M, it is proposed that the projects be funded partially in the 2015 calendar year and partially in the 2016 calendar year. This would utilize the total of the bank qualified capacity for both years.
- Last year we added a substantial amount (approximately \$4M) to the fund balance because our sales tax increased and we were conservative in our estimates, so the fund balance will be able to support more projects this year while keeping the balance above the level set by our policy.
- The estimated cost of all of the projects included on the FY2016 Capital Improvement Program is \$44M.
- Our current debt is approximately \$70M, not including future obligations.
- The Spacek Road Sewer Line and Sewer Lift Station are tied to the Bryan Road Project because those utility lines will need to be installed as part of that project. The Lift Station at Bryan Road is at 180% of its capacity, so we need to relieve that at Spacek.
- The general consensus of Council is that most of these projects are important and need to be funded.

6. **REVIEW AND DISCUSS THE AD VALOREM TAX RATE FOR TAX YEAR 2016, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

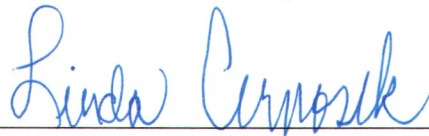
Executive Summary: This Agenda item will provide City Council an opportunity to discuss the City's tax rate for FY2016. Staff will provide tax rate information, including discussions regarding the debt rate, maintenance and operations (M&O) rate, as well as the effective tax rate.

Key Discussion Points: Joyce Vasut gave a brief presentation regarding Property Taxes and Tax Rates.

- The certified values from the Fort Bend Central Appraisal District (FB CAD) are not available prior to presenting the proposed budget, so the final budget may have to be modified slightly if the values come in at a different amount than expected.
- Reducing the tax rate by \$0.01 saves the average homeowner \$12.70 per year, but reduces the City's revenue by \$190,000.
- A One-half cent sales tax reduction equates to a \$0.21 reduction in the property tax rate.
- The increase in values of homes will cause the Effective Tax Rate to be lower.
- Mayor McConathy requested that staff strive for a \$0.01 reduction, if the budget would allow.

7. **ADJOURNMENT.**

There being no further business, Mayor McConathy adjourned the meeting at 9:45 p.m.



Linda Cernosek, City Secretary